

SECRET

CR 1-4

23 September 1966

DOCUMENT SYSTEMS GROUP

1. The organizational changes in OCR specified below will become effective on 21 September 1966. Three new divisions will be constituted from all existing elements of the Machine Division, Special Register, Document Division, and a portion of the CIA Library:

DISSEMINATION AND FILES DIVISION

Chief, [REDACTED]

25X1A

INDEXING AND SERVICES DIVISION

Chief, [REDACTED]

25X1A

MACHINE SUPPORT DIVISION

Chief, [REDACTED]

25X1A

The three attached charts show the basic structure of these new divisions. They will function as a DOCUMENT SYSTEMS GROUP under the management of [REDACTED] who is designated Chief.

25X1A

2. This re-grouping of functional elements has, as its overall objectives, improved management and operational efficiency, greater flexibility in personnel utilization, and acceleration towards the all-source document and information servicing goals of OCR, as expressed in CHIVE. Specific objectives include:

a. Savings by more flexible machine utilization that should be achieved by combining the separate EAM support functions;

b. Improved efficiency and more expeditious handling of documents by combining, under a single management, document handling activities now found in four divisions;

c. A start in the direction of an all-source document reference service, combining the best professional services of the CIA Library and SR as a single contact point for all customer contacts;

GROUP 1

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1.

a. Placing all indexing activities under a single management which will allow greater flexibility of personnel utilization and will create an operational environment in which pre-Chive collateral or all-source header indexing can be achieved.

3. In summary, the following functional realignments will take place:

a. Indexing activities of SR and DD will be under a single management in the new INDEXING AND SERVICES DIVISION.

b. The SR Special Section, CIA Library Interagency Services and Search Units, the Chief of the SR Library, and the IPI Section of the Document Division will be consolidated in a Customer Services Branch of the new INDEXING AND SERVICES DIVISION. This Branch will handle all processing of finished intelligence, title and header indexing, interagency service requests, and professional document servicing.

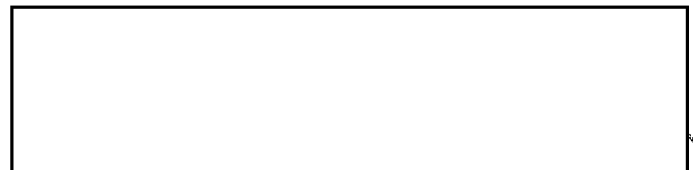
c. The Chief of the CIA Library Circulation Branch will be moved over to the new DISSEMINATION AND FILES DIVISION to head up a new Files Branch in that Division. This Branch will incorporate the Microfilming Unit of the Machine Division and the document files units of the CIA Library and SR. All existing library and SR document files will be under the control of this Branch.

d. EAM activities of SR and MD will be collocated in the new MACHINE SUPPORT DIVISION. Initially, all key punch operations will be consolidated in one Section in this new Division.

4. Foreign Installations Branch will be re-designated Foreign Installations Division and will report to the Office of the Director, OOR.

5. All on-going activities, including customer services, will continue as at present without immediate changes in the location of personnel or files. Subsequent notices will cover changes in assignments, physical moves, and further definition of functional responsibilities.

25X1A



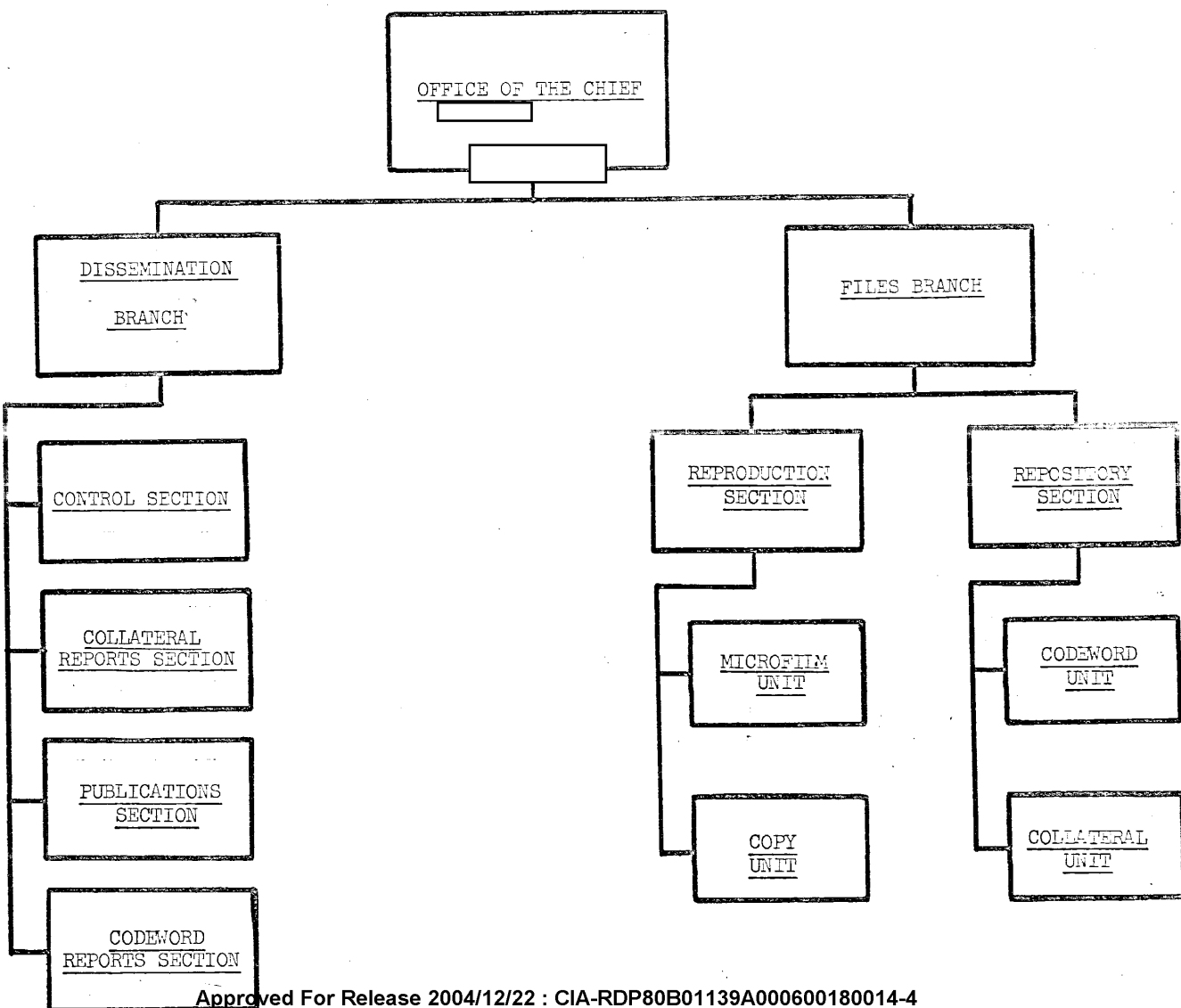
Acting Director of Central Reference

Attachment:

1. Organization Chart

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OFFICE OF CENTRAL REFERENCE
DISSEMINATION AND FILES DIVISION

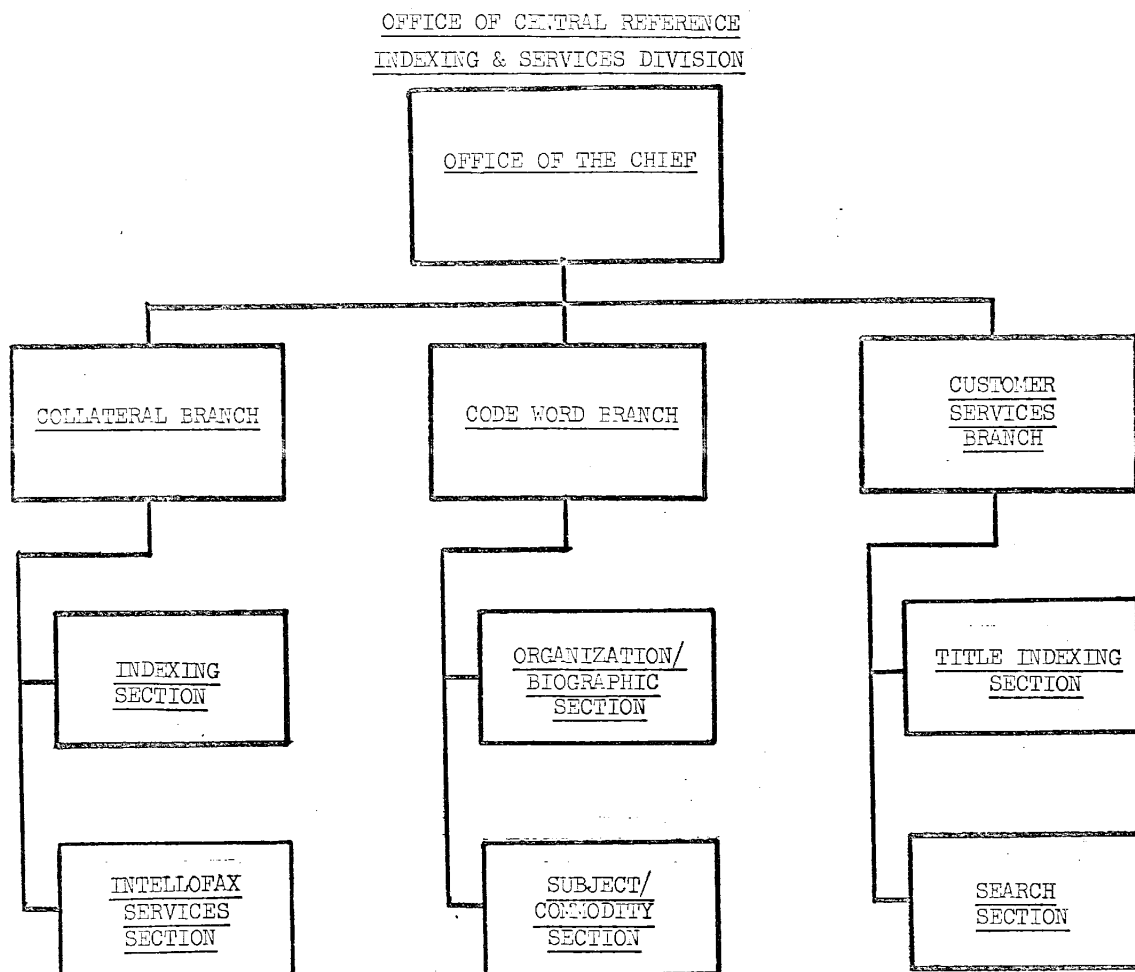


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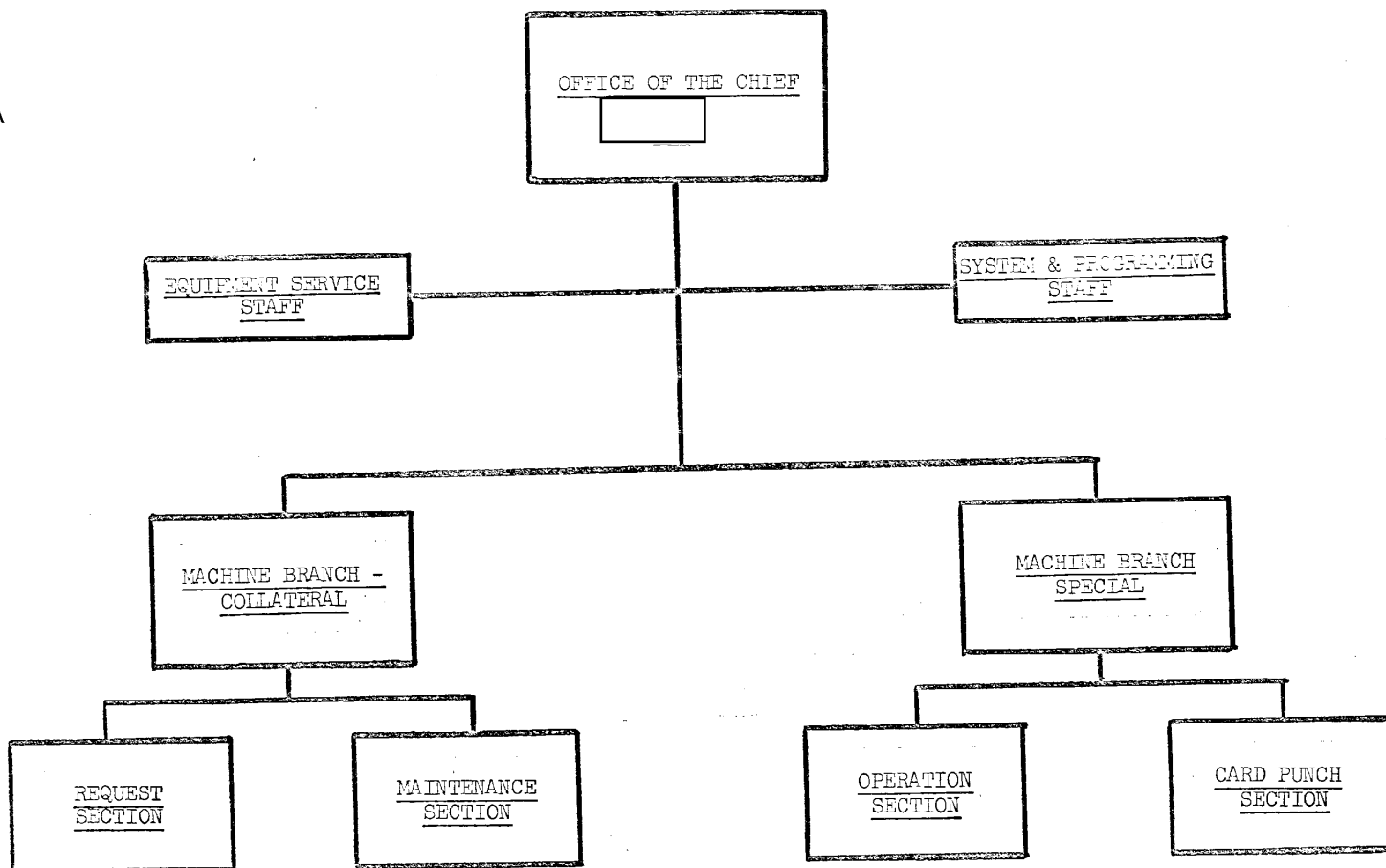
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OFFICE OF CENTRAL REFERENCE
MACHINE SUPPORT DIVISION



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